



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENTNUMBER :** FINCN/03-011KRH

**OPENING DATE :** 01/31/03

**CLOSING DATE :** 03/03/03

**POSITION :** Management Specialist (FOIA & Privacy Act)

**SERIES AND GRADE :** GS-0301-13/14 (FPL: GS-14)

**NUMBER OF VACANCIES :** One

**SALARY RANGE :** \$68,283 to \$104,900 per annum

**ORGANIZATION :** Department of the Treasury  
Financial Crimes Enforcement Network (FinCEN)  
Office of Management

**DUTY STATION :** Vienna, Virginia

**APPLICATIONS WILL BE ACCEPTED FROM :** Present and former Federal employees with competitive status within the Washington, DC commuting area.

**SUMMARY OF DUTIES:** Employee serves as the Freedom of Information Act (FOIA) and Privacy Act Officer for the Financial Crimes Enforcement Network. Develops and implements policies, guidelines, and procedures to administer these programs in a full life cycle management perspective. Provides programmatic direction that encompasses written, electronic and telephonic communications. Consults with legal staff and Departmental experts to assure the consistent interpretation of policies and works collaboratively with the senior records systems manager in the integration of these programs within the broader scope of records management. Utilizes skill in interpreting and adapting the underlying principles, purpose, and intent of legal and regulatory guidelines in making program determinations. Assesses the validity of requests, applicability of fees or fee waivers, and the calculation of fees. Researches case law and precedents to avoid future litigation. Employee will also be assigned special projects or continuing responsibility for dealing with other information and records management functions.

**SUMMARY OF QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**TIME-IN-GRADE REQUIREMENT:** Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

**APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:**

**For GS-13**

1. Expertise in advising on the legal and programmatic considerations concerning the Freedom of Information Act (5 USC 552) and the Privacy Act (5 USC 552a) programs. (Applicants must indicate the nature of their experience in administering and advising on FOIA and Privacy Act program determinations.)

2. Demonstrated ability to develop records management policies, guidelines, procedures, and systems, particularly relative to the FOIA and Privacy Act. (Applicants must indicate the nature of their experience in developing such policies, guidelines, procedures and systems.)
3. Experience in administering information management programs, setting up systems, maintaining records, developing processes, providing guidance, and reporting on results. (Applicants must indicate their role in administering these activities.)
4. Demonstrated ability to interact effectively with internal program and administrative officials, requestors, and representatives of other agencies in the implementation of records management programs. (Applicants must indicate their role and activities in conduction such liaison.)

**For GS-14**

1. Expertise in advising on the legal and programmatic considerations concerning the Freedom of Information Act (5 USC 552) and the Privacy Act (5 USC 552a) programs. (Applicants must indicate the nature of their experience in administering and advising on FOIA and Privacy Act program determinations.)
2. Demonstrated ability to develop records management policies, guidelines, procedures, and systems, particularly relative to the FOIA and Privacy Act. (Applicants must indicate the nature of their experience in developing such policies, guidelines, procedures and systems.)
3. Experience in administering information management programs, setting up systems, maintaining records, developing processes, providing guidance, and reporting on results. (Applicants must indicate their role in administering these activities.)
4. Demonstrated ability to interact effectively with internal program and administrative officials, requestors, and representatives of other agencies in the implementation of records management programs. (Applicants must indicate their role and activities in conduction such liaison.)

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.**

**CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:**

**Background Investigation:** This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

**Drug Screening:** The position which may be filled under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

**Statement of Employment and Financial Interests is Required.**

**Other Information:**

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions

throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

**All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.**

**No Relocation Expenses will be paid.**

**This position has promotion potentials to the GS-14.**

Financial Crimes Enforcement Network (FinCEN) employees **MUST** include the OF 612 "Optional Application for Federal Employment" or resume, address the evaluation criteria on plain bond paper to receive full consideration, and submit a copy of their current performance appraisal.

All other applicants **MUST** submit a copy of their most recent performance appraisal, the OF 612 "Optional Application for Federal Employment" or resume, address the evaluation criteria on plain bond paper to receive full consideration, and provide a copy of their most recent SF-50, Notification of Personnel Action.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log onto [www.usajobs.opm.gov/OF612.htm](http://www.usajobs.opm.gov/OF612.htm).

**SUBMIT APPLICATION MATERIALS TO:**

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network  
Human Resources  
Vacancy Announcement: FINCN/03-011KRH  
P.O. Box 39  
Vienna, VA 22183-0039**

**For additional copies of this Vacancy Announcement, please call: 1-800-944-7725.**

**For additional information, please call Eileen Brown (703) 905-3710. TDD (703) 905-3839**

**NOTES:** All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents will not be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

**The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.**